Planning and Zoning
Department of Transportation and Development
Development Services Building
150 Beavercreek Road | Oregon City, OR 97045
503-742-4500 | zoninginfo@clackamas.us
www.clackamas.us/planning

STAFF USE ONLY

Staff Initials: *File Number:*

PRE-APPLICATION CONFERENCE REQUEST

APPLICANT CONTACT INFORMATION			
Applicant name(s):	Email(s):	Phone(s):	
Mailing address:	City:	State:	ZIP:

PROSPECTIVE APPLICATION TYPE

- ☐ Comprehensive Plan Amendment
- ☐ Conditional Use
- ☐ Design Review
- ☐ Gathering Subject to ORS 433.763
- ☐ Historic Property Alteration, New Construction, Moving and/or Demolition
- ☐ Home Occupation Exception
- ☐ Middle Housing Land Division
- ☐ Mobile Vending Unit (Level Three)
- ☐ Partition
- ☐ Replat (with increase in number of lots/parcels)
- ☐ Subdivision
- ☐ Zone Change
- ☐ *Other:* _____

PROPOSAL

Brief description of proposal:

SITE INFORMATION		
Site address:	Comprehensive Plan designation:	Zoning district:
Map and tax lot #: *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____ *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____ *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____		Land area:

Applicant signature(s):	Date(s):

A. GENERAL SUBMITTAL REQUIREMENTS:

☐ **Complete request form:** Fill out this request form.

☐ **Project narrative:** Attach a detailed written description of your proposal. If you are pursuing an amendment to a property's Comprehensive Plan land use designation and/or a zone change, specify the desired land use designation and/or zoning district.

☐ **Request fee: Refer to the FAQs at the end of this form and to the adopted *Fee Schedule* for applicable fees and refund policies.** Payment can be made by cash, by check payable to "Clackamas County", or by credit/debit card with an additional card processing fee using the *Credit Card Authorization Form* available from the Planning and Zoning website. Payment is due when the request is submitted.

☐ **Main site plan:** Provide a site plan (also called a plot plan). A *Site Plan Sample* is available from the Planning and Zoning website. The site plan must be accurate and drawn to scale on paper measuring no larger than 11 inches x 17 inches. The site plan must illustrate all of the following (when applicable):

- Lot lines, lot/parcel numbers, and acreage/square footage of lots;
- Contiguous properties under the same ownership;
- All existing and proposed structures, fences, roads, driveways, parking areas, and easements, each with identifying labels and dimensions;
- Setbacks of all structures from lot lines and easements;
- Significant natural features (rivers, streams, wetlands, slopes of 20% or greater, geologic hazards, drainage areas, etc.); and
- Existing wooded areas and significant clumps or groves of trees and vegetation, with identification of conifers, oaks, and large deciduous trees; and
- Location of utilities, wells, and all onsite wastewater treatment facilities (e.g., septic tanks, septic drainfield areas, replacement drainfield areas, drywells).

☐ ADDITIONAL SUBMITTAL REQUIREMENTS:

In addition to everything listed above, include all of the following as applicable to your prospective application type.

☐ **Conditional Use or Design Review:**

- Building elevation diagrams (i.e., profiles/renderings of building exterior design and building materials);
- Sign plans, with dimensions;
- Plans for lighting type and design; and

As separate documents or on the main site plan…

- Preliminary landscaping plan;
- Parking and vehicle circulation plan, with number, size, and width of parking spaces;
- Pedestrian improvements (e.g., sidewalks, pathways);
- Location and size of garbage and recycling enclosures, showing circulation (guidance available online);
- Location and size of loading spaces.

☐ **Home Occupation Exception:**

- Floor plans of all accessory structures, including any garages and out-buildings, to be used in association with the home occupation, drawn to scale with labels of all rooms according to their proposed use, their dimensions, and all doors and partition walls identified;

- If areas of the dwelling are to be used in association with the home occupation (e.g., for office space), a floor plan of the dwelling, drawn to scale with labels of all rooms according to the proposed use and their dimensions;

- Building elevation diagrams/drawings of all structures to be used in association with the home occupation, including any garages and out-buildings, drawn to scale with measurements and showing each side of the building and any windows, doors, or other appurtenances;

- Sign plans, with dimensions.

☐ **Middle Housing Land Division:**

Either in addition to, or instead of, the main site plan…

- A draft plat with the locations, dimensions, and area of each proposed lot/parcel/tract, that includes locations and dimensions of:

  1. Existing and proposed structures, with labels and setbacks from existing lot lines;
  2. Existing and proposed parking areas and common spaces, with labels; and
  3. Any legal access to the subject property, other than County or public roads.

☐ **Partition, Replat, or Subdivision:**

- Calculations demonstrating that the proposed density complies with the minimum and maximum density standards of ZDO Section 1012, *Lot Size and Density*, or for zoning districts not subject to Section 1012, demonstrating compliance with the minimum lot size in the zoning district; and

Either in addition to, or instead of, the main site plan…

- A draft plat with the locations, dimensions, and area of each proposed lot/parcel/tract, that includes locations and dimensions of:

  1. Any legal access to the partition/replat/subdivision, other than County or public roads;
  2. Existing structures to be retained, and their setbacks from existing and proposed lot lines; and
  3. Restricted areas identified in ZDO Subsection 1012.05, with labels of their type.

C. QUESTIONS FOR STAFF AND AGENCIES:

In the box below, list any questions you wish to have discussed at the pre-application conference:

FAQs

What is a pre-application conference and what is its purpose?
A pre-application conference is a one-hour informal meeting with Clackamas County Development Review staff members and other service providers. The purpose of a pre-application conference is to provide project-specific information on Clackamas County development policies, procedures, fees, and regulations.

Pre-application conferences are advisory in nature and intended to: provide prospective applicants with an opportunity to meet with County staff to discuss their potential project in detail; familiarize prospective applicants with applicable requirements of the County's Comprehensive Plan and Zoning and Development Ordinance (ZDO); and identify standards, approval criteria, and procedures prior to filing a land use permit application.

The pre-application conference is intended to be a tool to orient applicants and assist them in navigating the land use review process. However, it is not intended to be an exhaustive review that identifies or resolves all potential issues, and it does not bind or preclude the County from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated at the time of the pre-application conference.

The general format of the pre-application conference is as follows:

1. Introductions and explanation of pre-application conference procedures;
2. Invitation to those requesting the pre-application conference to describe their project;
3. Discussion of applicable Comprehensive Plan and ZDO provisions, application submittal requirements, project concerns and suggestions, and application timeline and costs; and
4. Review of requirements of other County agencies and service providers.

Is a pre-application conference mandatory?
A pre-application conference is *required* before certain applications can be submitted, including applications for:

- Comprehensive Plan amendment;
- Conditional use;
- Design review;
- Gatherings subject to Oregon Revised Statutes (ORS) 433.763;
- Historic property alteration, new construction, moving, and/or demolition;
- Home occupation exception;
- Level three mobile vending unit;
- Middle housing land division;
- Partition;
- Replat with an increase in the number of lots/parcels;
- Subdivision; and
- Zone change.

Pre-application conferences are optional but not required for other applications.

FAQs continued…

How long is a mandatory pre-application conference good for?
A complete application relating to the proposal must be submitted within **two years** of a required pre-application conference.

Are notes provided by the County?
Yes. Following the pre-application conference, Planning and Zoning staff will package notes and all comments from other agencies/service providers, and typically provide them by email within one week.

When are pre-application conferences held?
Pre-application conferences are typically held on Tuesday mornings and Thursday afternoons.

How do I schedule a pre-application conference?
To schedule a pre-application conference, submit a complete Pre-Application Conference Request form, provide the required documentation listed on the form, and pay the fee. Pre-application conference materials can be delivered in person, by email, or by post to Planning and Zoning. Once Planning and Zoning has received and reviewed your pre-application conference request form and materials and determined that your request is complete, you will be contacted with a date and time for your pre-application conference. If your request is incomplete, you will be contacted to provide additional information.

If a request is submitted and then withdrawn, will a refund be given?
If a request for a pre-application conference is withdrawn before the conference is held, 75% of the fee paid will be refunded. No refund will be given after the conference. The $5 Technology Fee is non-refundable.

Who can help answer additional questions?
For questions about the County's requirements and this request form, contact Planning and Zoning at **503-742-4500** or zoninginfo@clackamas.us. You can also find information online at the Planning and Zoning website: www.clackamas.us/planning.

Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or drenhard@clackamas.us.

503-742-4545: ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод? 翻译或口译？| Cần Biên dịch hoặc Phiên dịch? | 번역 또는 통역?